We are aware that the following things can affect staff Workload and Wellbeing	In response to this we have done the following whilst adopting the principles of clarity, simplicity and impact:
Meetings	We have calculated the directed time for teachers for 19/20 and we are well below the limit of 1265 The focus is now on subject specific CPD in curriculum, teaching and learning and assessment. This is delivered through department development time. The calendar gives staff advance notice of the vast majority of events The weekly bulletin remains a one stop shop for deadlines and upcoming events each week.
Behaviour	We have conducted a thorough review of our behaviour policy, engaging all stakeholders On call continues to support teachers in a way that is pro-active. We remember that the most effective sanctions provide certainty rather than severity – this means they do not have to take up a huge amount of staff time. We have appointed a Behaviour Intervention Lead Teacher for September 19 to support teachers and coach students to improve behaviour around school.
Data	Self reporting in all years – we do not complete www/ebis in tracking – we just input data. 2 tracks for Y7-10 (Y11 2 plus UCAS grade in Oct). TSAT agreed assessment points lead into these. At A Level there are a maximum of 3 assessment tracks in each year. Bromcom is our central system for data, homework setting and parents' evening bookings. Only one login needed.
Marking	Our Marking and feedback policy emphasises the need for marking to be meaningful, motivating and manageable. We do not markbooks due to a feeling of compliance or from parental pressure. We mark what will have impact and use a range of strategies to minimise workload here.
Worklife Balance	Staff Wellbeing day 29th November We have a member of staff responsible for student and staff wellbeing – she is available for staff to see between 3.30 and 4pm each night. We work to support all reasonable leave of absence requests where possible using internal cover. All Open Evenings will now finish by 8pm. We have reinstated our Performance Development training day in October. There is a staff wellbeing focus at end of each Monday briefing.
Observations	We have Lesson Evaluations rather than observations. These are collaborative, developmental, non-judgemental.

Appreciation	We have a thank you post box in the staffroom where colleagues can show appreciation for each other and students too. We thank people publically in staff briefing SLT buy staff chocolates each term, we have an end of year BBQ and a range of social events throughout the year.
Mocksteds	Since 2017 we have not conducted departmental QAs. Instead our Learner Experience Enquiries are non-judgemental, collaborative and developmental. Staff voice plays an important part in this.
Career Opportunities	We have a CPD Menu for teachers and are developing one for support staff.
Emails	We believe it's good to talk. Our email protocol supports a healthy work-life balance. Emails are turned off between 7pm and 6am on weekdays and at weekends. We use the following codes to NNTR (no need to reply), EOM (end of message) and CC (which means if you are cc'd into an email it is for information only) We recognise that we still need to work to reduce the number of emails sent. From September 19 every Thursday morning will be SLT drop in between 8:30 – 9 if staff have an issue they need to resolve.
Change	We always begin with why when explaining any change and consider the impact this will have on all staff concerned. SLT prioritise change and delay where necessary in line with feedback from staff on key pressures. We encourage leaders at all levels to be responsive and flexible – we take feedback and act on it. This includes half-termly meetings with unions to discuss issues arising.